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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

17 March 1971

1. Present were:

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2. Items of interest at the DDS Staff Meeting:

a. Attire Mr. Coffey reported that at a Deputies Meeting last Thursday there was some discussion of the manner in which some of our people are dressing. Someone noted that a pair of short shorts (hot pants) had been observed in the building in the last few days and they were questioning whether this met a reasonable standard for a business office. Someone else noted that there had been general agreement that well tailored pantsuits were certainly in order but this had been translated by a few into sneakers, sweatshirts and levis. There was a general feeling that our people should have a sense of pride in how they dress for work and that the Agency is a place where a good appearance is desirable.

b. Domestic Qualifying Service for CIARDS The Deputies also addressed themselves to this question in terms of whether there would be any lessening of the very high standards that are being applied in considering domestic qualifying service. The Director has recently reviewed the practices of the Retirement Board and positively endorses the present practices.

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c. Deferment for Mandatory Retirees At the Deputies Meeting, Col. White emphasized that a request to defer a retirement because a replacement has not been identified is not acceptable. He went on to say that with our system of 5-year letters and the wide knowledge of our retire-at-age-60 policy he cannot accept that any office has not had the proper time to identify suitable replacements for retirees. He added that deferments for the purpose of writing history are equally unacceptable.

d. Honor Awards at Retirement Mr. Coffey emphasized that if an honor award for a person retiring is warranted on the basis of a total Agency service he would like the award to be presented on that basis. There may be other cases where an award is justified on the basis of more recent service only and he invites the submission of such awards.

25X1A e. Award to Dr. R. Jack Smith The Director is most anxious to see Dr. Smith honored at the up-coming ceremony by as large a turnout of his Agency colleagues as is possible. [REDACTED] also urged a good turnout of CS personnel at today's DDP Staff Meeting).

f. Communications At the Deputies Meeting last Thursday there was discussion on how the principal officers in each Directorate are communicating to their people and how they are listening. Someone knew of an officer who is head of a unit of 25 people, some of whom had not even met the boss even though assigned to the unit for over two years. At the DDS Staff Meeting there was quite a bit of discussion of this matter since Mr. Coffey and the other Deputies had been asked to advise the Director on what they are doing in the whole field of personal communication.

3. Other items of interest:

25X1A a. Changes in SSA/DDS As you know I have been planning to
25X1A retire this year and have set the date of 31 August. At noon today
Mr. Coffey announced that [REDACTED] has been designated to replace
me and that [REDACTED] has been designated as Charlie's deputy.

25X1A b. Changes in SA/DDS [REDACTED] who is Special Assistant
25X1A to the DDS for air matters, will be retiring at the end of May. At noon
25X1A today Mr. Coffey announced Alan will be succeeded by [REDACTED] who
has been serving as Special Agent in charge of Security's [REDACTED] office.

c. New Assignments of "S" Officers

- 25X1A (1) [REDACTED] to DDS&T to DC/SSS/DDS
25X1A (2) [REDACTED] from RCB/SSS to C/S [REDACTED]

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d. Executive Assistant to the Director [REDACTED] is leaving the Agency and will be replaced by [REDACTED] from OCI/DDI.

e. COS/COB Authorities We have updated our COS/COB authorities paper as of 15 March 1971 and have given you Parts A and B. We will have the headquarters part by next week. If you want additional copies please let us know.

f. Separate Maintenance Allowance I call your attention to a change in 3 FAM 315.6-3, effective 18 February 1971. As a result of Macomber's Task Force # 5 report the Department has changed the rules by reducing the time required to be eligible for an SMA from 90 to 30 days in the following circumstances:

(1) When the wife of an employee must depart a post because of a lack of adequate prenatal or postnatal care; or

(2) When the dependents of an employee are detained while awaiting medical clearances.

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[REDACTED] is examining this change to determine whether any change is necessary in our [REDACTED]. It will probably be necessary to make a minor amendment to our HR since it now states "A separate maintenance allowance may be authorized under conditions expected to continue for 90 days or more." In the meantime [REDACTED] is willing to handle any case in the two categories mentioned on the basis of the change to the FAM.

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g. Retirement Planning We've had several inquiries regarding the Book Cable advising of the possibility of a cost-of-living increase for retirees effective 1 June 1971. In one case the officer cabled he felt it to be to his distinct advantage to retire on 31 May, rather than on his scheduled date of 31 August. To help him in making his decision, we gave him the amount of his annuity with a 4% CLI effective 1 June and the amount of his annuity on 31 August. The difference was \$320 per year. Offsetting this lesser amount was about \$6,000 income during the three month period since the officer is overseas in a high differential area. The Retirement Affairs Division, Office of Personnel, is prepared to give you quick answers on annuity computations of this type.

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h. Emergency Destruction Devices Last week a Station cabled for some [REDACTED] to be prepared for emergency destruction. This raised the question as to how a Station at this late date could not have been

SECRET

prepared for such an eventuality. It turned out that some eight month ago the proper requisition had been prepared, following an Office of Security physical survey, but for six months the Station had not responded to a Logistics request for shipping instructions. Two follow-ups by Logistics in January and February got no answer. We believe the lesson in this case is to be certain that your Security Officer or Logistics Officer keeps an independent tickler on filling of requisitions such as this type. Also I would strongly recommend that you make certain that all your Stations have destruction devices in place since you never know when they will be needed, and it takes some time to get them to the Station when an emergency requirement comes up.

i. The Management Advisory Group Watch for an all employee notice on this group which has been active since June 1969. This notice explains something of the background, composition, and contributions to this time.

j. Retirement Luncheon [REDACTED] There will be a retirement luncheon for Ray on 31 March at noon. RSVP to [REDACTED] x5407, not later than 26 March. Location: Officers Club, 2nd Floor, Bethesda Naval Hospital.

k. Changes in CSPA [REDACTED] reported that [REDACTED] has been detailed as his deputy for the next several months until [REDACTED] reports. Bob also reported that [REDACTED] will replace [REDACTED] who is retiring 31 May.

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